

**SPECIAL PROJECTS COORDINATOR (0870)**

EEO CATEGORY: Professionals

EXEMPT STATUS: Exempt

CIVIL SERVICE CATEGORY: General (4A)

SALARY RANGE: \$40,428 - \$60,648

JOB SUMMARY:

Under general direction, is responsible for coordinating, planning, and monitoring City and departmental projects. Conducts research, analyzes complex statistical data, develops planning timetables, evaluates systems policies and procedures, and makes recommendations to achieve goals and objectives. May exercise supervision over assigned professional and clerical staff.

ESSENTIAL JOB FUNCTIONS:

1. Prepares detailed written reports and presentations on proposed and ongoing projects.
2. Analyzes complex data and develops written summaries on findings and recommendations.
3. Coordinates departmental projects with citywide impact, to include the dissemination and communication of information to affected City Departments.
4. Prepares grant applications for securing project funds from governmental agencies and financial institutions in coordination with the City Attorney, City departments, other governmental entities, private firms, and citizens.
5. Prepares detailed written reports, presentations and presents projects to City Manager's Office, City Council, private developers, government and other organizations.
6. Coordinates the development and implementation of projects with various City departments, private developers, financial institutions, and other governmental entities such as HUD, CPS, CWB, Texas Highway Department, SADA, and other affected organizations.
7. Develops timetables for projects to plan timing of projects from initial development stages to actual implementation.
8. May assist in the preparation of Department annual budget.
9. Coordinates delivery of contract services between vendors and department units receiving supplies and services.
10. Documents policies and procedures for existing systems including the development of Application and User's Manuals.
11. Evaluates systems policies and procedures and makes recommendations for improvement and/or automation.
12. Assists staff in the development and implementation of proposed systems changes and automation upgrades.
13. Performs related duties and fulfills responsibilities as required.

DEPARTMENT-SPECIFIC JOB FUNCTIONS: *(General variations in Job Functions by Department)*

None

EDUCATION AND EXPERIENCE:

1. Bachelor's Degree from an accredited college or university with preferable coursework in Business, Finance, Information Systems, Public Administration, or a related field.
2. Four (4) years of progressively responsible experience in planning, business, finance, information systems, public administration, or a related field.
3. **Or** Equivalent combination of education and experience.

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LICENSES OR CERTIFICATES:

1. Valid Class "C" Texas Driver's License.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of analytical methods, procedures, and practices.
2. Knowledge of fiscal accounting procedures, practices, and methods.
3. Knowledge of project planning and management procedures, practices, and techniques.
4. Knowledge of budget preparation and monitoring procedures and practices.
5. Skill in operating a personal computer and utilizing rudimentary software.
6. Ability to learn the FAMIS Accounting systems.
7. Ability to communicate clearly and effectively, both verbally and in writing.
8. Ability to conduct, collect, and analyze complex research data.
9. Ability to prepare and conduct effective presentations.
10. Ability to coordinate project activities with boards, commissions, and applicable outside agencies.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

Physical requirements include visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate to operate a computer keyboard and basic office equipment. Subject to sitting, standing, bending and twisting to perform the essential functions. Working conditions are in an office environment.

***This class specification is not an employment agreement or contract. Management has the exclusive right to alter this class specification at any time without notice.***

REVISED: October 2001